Date Prepared:	18 Aug 2002	

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1.1	File Plan	1	1
1.2	Suspense Control	1	2
1.3	<u>ADMINISTRATION</u>	1	3
1.3	Administration - General		
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1.3	Awards Information File	1	3
1.3	Authorization File		2
1.0	(Job Assignments)	1	3
1.3	Director's Reports	1	3
1.3	Encampment Information File	1	3
1.3	Extension Course Institute	1	2
1.3	Information File	1 1	3
1.3	Fingerprint Card Information File Meeting Sign-In Sheets	1	3
1.3	Membership Information File	1	3
1.3	Organizational Action File	1	3 3 3
1.3	Professional Development	1	3
1.5	Information File	1	3
1.3	Policy Letters	1	3
1.3	Project/Activity Approval	•	3
1.5	Information File	1	3
1.3	Promotion Information File	1	3
1.3	Publications and Blank Forms		
	Information File	1	3
1.3	Recruiting Information File	1	3 3 3 3
1.3	Required Staff Training	1	3
1.3	Scholarship Program	1	3
1.3	Senior Monthly Membership Listing	1	3
1.3	Senior Member Professional Development		
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1.3	Testing Information File	1	3
1.3	Uniform Information File	1	3
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1.0	Administration and CAP	1	8
1.8	Memorandum of Understanding	1	0
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2.1	National Congress on Aviation and Space Education Information File	2		1	
3.	<u>CADET PROGRAM</u>				
3.0	Cadet Program - General Correspondence File	3		1	
3.1	Cadet Advisory Council Information File	3		1	
3.2 4.	Cadets Programs Today CHAPLAIN	3		1	
4.0	Chaplain - General Correspondence File	4		1	
5.	INSPECTOR GENERAL				
5.0	Inspector - General	_			
5.1	Correspondence File Inspection Guides	5 5		1	
6.	FINANCIAL MANAGEMENT\				
6.0	Financial Management - General				
6.18	Correspondence File Reimbursement of Private Pilots	6 6		1 1	
7.	<u>LEGAL</u>				
7.0	Legal - General Correspondence File	7		1	
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8.1	Mission Training Authorizations	o		1	
		0		4	
8.2	(CAPFs 10) Emergency Services Qualification	8		1	
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8.2 8.3 8.11	(CAPFs 10) Emergency Services Qualification		8		1

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8.14 8.14 8.14.2 8.14.3	COUNTERNARCOTICS FILES Counternarcotics Training File Counternarcotics Program Drug Enforcement Agency (DEA)	8 8 8		1 1 1	
8.14	COUNTERNARCOTICS FILES Con't:				
8.14.4	Eradication and Detection Information File		8		1
8.15	EMERGENCY SERVICES FILES				
8.15 8.15.2	Emergency Services Information File Illinois Disaster Aviation Support Plan		8		1
8.15.3 8.15.4	Illinois Emergency Management Plan Earthquake Information File		8		1
9.	SAFETY				
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10.	<u>LOGISTICS</u>				
10.0 10.8 10.10	Logistics - General Correspondence File Vehicle Records Real Estate Property (Trailer Information)		10 10 10		1 8 10
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11.0	Personnel - General Correspondence File		11		1
11.2	SENIOR MEMBER PERSONNEL RECORDS				
11.2	Individual Personnel Records		11		2
12.	PUBLIC AFFAIRS				
12.0	Public Affairs - General Correspondence File		12		1
13.	COMMUNICATIONS FILES				
13.0 13.1	Communications - General Correspondence File CAP Packet Radio Training and		13		1
	Operational Manual		13		1
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